

# Oakville Soccer Club

## Job Posting

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**Position:** Events & Marketing Assistant

**Position Type:** Full-Time Seasonal – 16 weeks

**Compensation** - \$21.00/hr

**Application Deadline:** Sunday, March 24, 2024

**Employment Dates:** May – August 2024

### OAKVILLE SOCCER CLUB

The Oakville Soccer Club, founded in 1972, is one of the largest amateur soccer clubs in Canada with over 19,000 participants annually. Based at the Pine Glen Soccer Centre, a 100,000 square foot indoor soccer facility in North Oakville, the Club provides year-round recreational and competitive programming for both youth and adults.

### EVENTS & MARKETING ASSISTANT

The Oakville Soccer Club is inviting applications for the position of Events & Marketing Assistant. This is a 16-week seasonal position well suited for a student seeking a career in sports, recreation and/or marketing and communications. This position will require extensive evening and weekend hours.

### JOB RESPONSIBILITIES

- Help plan and execute events at OSC and throughout the community during the summer season.
- Oversee OSC Events Team and ensure adequate staff/volunteers at all events.
- Visit programs throughout the summer to conduct interviews, collect collateral and take photo/video content.
- Create content for social media, website and future promotions
- Assist with the planning and execution of OSC events and celebrations throughout the summer.
- Assist with all program functions as needed

### QUALIFICATIONS & PERSONAL SKILL REQUIREMENTS

- Position is ideal for a current/recently graduated Recreation & Leisure, Sports Management or Marketing student
- Positive, outgoing and energetic attitude with a customer-focused approach
- Excellent communication, problem solving and decision-making skills
- The successful applicant will be required to submit a Vulnerable Sector Screening before commencing employment with OSC
- Experience with Canva, Adobe or other editing software is an asset

To apply, send your resume complete with covering letter in confidence to [employment@oakvillesoccer.ca](mailto:employment@oakvillesoccer.ca) with the subject line **Events & Marketing Assistant**. Applications close at 11:59pm on March 24<sup>th</sup>, 2024. Candidates requiring any accommodations to participate in the recruitment and/or interview process should communicate this in the email with their cover letter and resume.

The Oakville Soccer Club thanks all applicants in advance for their interest and advises that only those being invited for a formal interview will be contacted.